Remote Participation Study Committee

Date: **November 15, 2022**
Time: **7:30 – 9:30 pm**
Location: Virtual, via Zoom.

Minutes

Attendance: Mustafa Varoglu, Chair, Jennifer Susse, Co-Chair, Alexander Bagnall, Janice Cagan-Teuber, Eric Helmuth, Rachel Zsembery, Jim Feeney, Stacie Smith.

Members of the Public:

AGENDA

Review and accept meeting minutes from Oct 25 meeting – 10 minutes

1. Hybrid demo current and next steps – 60 minutes
   • Review which boards, committees and commissions have agreed to the pilot program and which have started (and any feedback)
   • Update on which boards, commissions and committees are using which rooms and technology
   • Update on ACMi coordination for new rooms.
   • Review of technical guides and summary page for hybrid meeting resources

2. Discuss getting feedback for shorter hybrid meeting process - 15 minutes

3. Discuss 2023 Warrant Article submissions: - 20 minutes
   i. Extend the committee to support hybrid meetings after the potential end of the emergency legislature allowing fully remote meetings.
   ii. A placeholder article in case there is a proposal to require some committees to conduct hybrid meetings.
4. Future business – 5 minutes

Decisions Reached and Action Items:
• Minutes from October 25 meeting were approved as amended.

Summary of Discussions:

Meeting began at 7:30 pm. The Chair gave the introductory meeting paragraph about hybrid meetings.

Minutes from October 25 meeting were approved as amended by a vote of 4 to 0 (with 4 abstentions).
Amendment – convert "the CPAC" to "CPAC" (remove "the").

Hybrid demo current and next steps

The group looked at the pilot hybrid committee contact list.

Reviewed the status of current and pending participants in the hybrid pilot program. The full table of potential participating Boards, Commissions and Committees is at the end of these minutes.

Four of the ten committees had agreed to be part of the pilot. Three others are likely, and two or three might say no. So far, one committee has met, the Tree Committee. It went pretty well, but they had a few questions - about the exact wording to put on the meeting notice, and about how to log into the zoom in the room. The group agreed to develop a suggested paragraph for the agenda, which would be run by Town Counsel.

Rachel raised the challenges about the Arlington Community Center Main Hall, where the ARB committee is having with the technology and noise from an HVAC system in the room, which is raising questions for committee members about participation in the pilot. The sensitivity of the Neat Board is picking up the background noise for ACMi. They asked about the Health and Human Services room, which will be tested this week.

So far, ARB and ZBA haven't started, and that we don't yet have any "yes"s from people using the Owl Technology. CPAC hasn't decided and ARB might say no. ZBA might have the same problems as ARB

The group discussed that the Owls are much weaker technology than the Neat bars or Neat boards.

It was reiterated that some committees are less interested in meeting in hybrid when given the extension of the ability to meet fully remote.

Mustafa is working to move all the committee's materials onto the remote participation website. Move the surveys from our Gmail to the town email.

Feedback for shorter hybrid meeting process
Maybe discuss next time, when we know more about it.

Discuss 2023 Warrant Article submissions:
The group discussed whether to propose an extension of the committee at Town Meeting and agreed that the next phase of work would be operationalizing and best led by the Town, with oversight by the Select Board. They agreed that the group

might write a simple final report with some recommendations about town oversight of the implementation of hybrid meetings. They also suggested that they might propose a study group to address the final item (g) in the charge. The report might include: this was our charge, here's what we did, and here's the results. It might also recommend the town have a point person for committees - maybe Jim Feeney.

Next meeting December 6 at 7:30 pm.
Meeting adjourned at 8:40 pm by a vote of 5-0.

Summary table of potential hybrid meeting participants

#	Committee, Board or Commission	Inform Meeting date	In Pilot?	Proposed Room	First Hybrid Meeting Date	Time	Technology	Contact
1	CPAC	Eric Helmuth Reaching Out	TBC	Town Manager's Conference Room			Two Owls	-opted out
2	Tourism and Economic Development*	Wednesday, October 26, 2022	Likely (TBC)	TH Annex First Floor (or TM Conf. Room?)			Two Owls	Mustafa
3	Diversity Task Group	Thursday, October 13, 2022	Yes	Town Hall Annex 2nd Floor	Thursday, Dec. 8th	6:45 PM	NeatBarPro, 2 Flat Panels	Alex
4	LGBTQIA Rainbow Commission	Thursday, October 20, 2022	Yes	HHS Conference Room	Thurs, Nov. 17	6:30 PM	NeatBarPro, 2 Flat Panels	Mustafa
5	Disability Commission	Wednesday, October 19, 2022	Yes	HHS Conference Room	Wed. Dec. 21	4:00 PM	NeatBarPro, 2 Flat Panels	Janice
6	Arlington Human Rights Commission	Wednesday, October 19, 2022	Likely (TBC)	HHS Conference Room	Wed. Dec. 21	7:30 PM	NeatBarPro, 2 Flat Panels	Stacie
7	Tree Committee	Wednesday, October 12, 2022	Yes	Town Hall Annex 2nd Floor	Wednesday, Nov. 9th	7:30 PM	NeatBarPro, 2 Flat Panels	Eric
8	Zoning Board of Appeals	Tuesday, October 25, 2022	Likely (TBC)	Community Center Big Hall A or B	Likely December	7:30 PM	NeatBoard	Mustafa
9	Arlington Redevelopment Board	Monday, November 7, 2022	TBC	Community Center Big Hall A or B	Monday, November 21	7:30 PM	NeatBoard	Rachel
10	Clean Energy Future Committee	Friday, November 18, 2022	No?? (TBC)	Town Manager's Conference Room	??	8:00 AM	Two Owls	Eric

TBC= to be confirmed